

**From:** [Larson, Darrin](#)  
**To:** [Durant, Jennah](#)  
**Cc:** [Vela, Austin](#); [White, Terri-A](#); [Taheri, Diane](#); [Gray, David](#); [R6HarveyInfo](#); [R6HarveyPIO](#)  
**Subject:** Re: HH2017COM0903 - READ ME, Instructions for R6HarveyPIO@epa.gov  
**Date:** Sunday, September 3, 2017 11:39:42 AM

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We're giving it out here in the field out as the mailbox for reporters to contact from the ICP.

The workflow would be similar to what we do now under the activated Crisis Communication Plan - send a proposed response to David (above the incoming), wait for approval, and then send a response to the reporter from R6HarveyPIO. We can talk it through if you want.

Sent from my iPhone

On Sep 3, 2017, at 11:31 AM, Durant, Jennah <[Durant.Jennah@epa.gov](mailto:Durant.Jennah@epa.gov)> wrote:

How will that inbox get mail from reporters, though? I don't understand what the workflow would be for using that email address to handle media inquiries.

On Sep 3, 2017, at 11:29 AM, Larson, Darrin <[Larson.Darrin@epa.gov](mailto:Larson.Darrin@epa.gov)> wrote:

Austin and Jennah,

We're going to use the response PIO box to receive incoming media inquiries for Harvey instead of R6press. I've gotten access for both of you, in addition to Terri, David, and me. (Whenever a new PIO is deployed, they'll just need let the Logistics Section chief know they need access.)

To access the R6HarveyPIO mailbox, you need to be in web mail. Once you're in, click on your profile on the upper right side of the screen, and select "open another mailbox," and then type R6HaveyPIO in the search box.

In addition to monitoring for press inquiries, we'll use the mailbox to keep information that PIOs will need to have access to, so please cc the mailbox when sending out press releases, talking points, etc., please cc the R6HarveyPIO mailbox. As this is an official response box, nothing can be deleted. Please set up folders to indicate which inquiries you've already responded to (if the PIO hasn't already).

Let's try it out for a little while and see if there are any adjustments that need to be made, and then the PIO will draft an SOP prior to demobilization.

Thanks!

the right side under your name

Darrin Larson

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